

Schedule 36-1

HISTORICAL SOCIETY ADMINISTRATION DIVISION

July 8, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE 36-1
	AGENCY, BOARD OR COMMISSION HISTORICAL SOCIETY
	DIVISION, BUREAU OR OTHER UNIT ADMINISTRATION DIVISION
Supersedes Edition of February 17, 1994	

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE <i>Tony A. Schup</i>	
TITLE <i>Deputy Director</i>	DATE <i>June 29, 2005</i>

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE <i>Andrea I. Faling</i>	DATE <i>June 24, 2005</i>
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE <i>Jim A. Gale</i>	DATE <i>7/8/05</i>
STATE RECORDS ADMINISTRATOR	

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 36-1 HISTORICAL SOCIETY – ADMINISTRATION DIVISION

36-1 HISTORICAL SOCIETY ADMINISTRATION

36-1-1 DAILY SALES REPORTS

Original record sent to administration office from the Lincoln Museum of daily sales at the Museum shop. Duplicate is kept in Museum shop.

ORIGINAL: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

DUPLICATE: Dispose of according to item 36-4-1-9.

36-1-2 PRIVATE FUNDS

Includes membership records; funds received from the sale of Society publications, and other petty cash. These funds are audited annually.

Dispose of after 4 years, provided audit has been completed.¹

36-1-3 SOCIETY PUBLICATION ORDERS

Orders for publications of the society. Sales are on a cash basis only.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

36-1-4 SPECIAL SUBJECT FILES OF THE SOCIETY DIRECTOR

May include a variety of materials including such topics as historical marker files; centennial or special organization data; county historical society data. Some files relate to Society activities supported with private funds.

Transfer to the State Archives when no longer of reference value; retain permanently.

36-1-5 BI-WEEKLY CALCULATE

Bi-weekly report of calculations.

Dispose of after 6 years, provided audit has been completed.¹

36-1-6 CASH RECEIPTS JOURNAL

Journal written in longhand and/or produced by computer, summarizes daily cash receipts. It is also referred to as a Receipts and Disbursements Journal. It is an internal document that contains the same information recorded on the official receipts.

Dispose of after 4 years, provided audit has been completed.¹

36-1-7 CASH RECEIPTS

Receipts created at the reference desks, which are transcribed into the cash receipt book. May include state receipts and museum admission receipts.

Dispose of after 3 years, provided audit has been completed.¹

36-1-8 CASH RECEIPTS BOOK

Original receipts for money received through the mail or at the reference desks for research services or photocopies.

Dispose of after 4 years, provided audit has been completed.¹

36-1-9 CHANGE REGISTER (NEI 240-1) (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

Summary of number of transactions made to change information or make inquiries concerning position assignments, personnel information, attendance reports, payroll deductions, or special actions.

Dispose of after 3 months.

36-1-11 GRANT PROJECT LEDGER (NAS 530) (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

This is the same report as listed in **General Schedule 124**.

See General Schedule 124 for disposition.

36-1-10 INTRASTATE TRANSACTIONS DOCUMENT (DAS) (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

See **General Schedule 124**.

See General Schedule 124 for disposition.

36-1-12 MEMBERSHIP FILES

Documents paid membership to the Nebraska State Historical Society.

Dispose of after 4 years, provided audit has been completed.

36-1-13 POSTED TRANSACTIONS (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

Listing of posted transactions.

Dispose of after 4 years, provided audit has been completed.¹

36-1-14 PROJECT FILES, LB309

Records relating to construction/rehabilitation of Society facilities funded by LB309 monies.

Retain permanently.

36-1-15 RECEIPT TRANSACTIONS (DAS 02-11) (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

Receipt of transactions.

Dispose of after 2 years, provided audit has been completed.¹

36-1-16 SOCIETY VOUCHERS

Consists of invoices and receipts from private companies for services or products purchased and carbon copies of checks issued by the society as payment.

Dispose of after 4 years, provided audit has been completed.¹

36-1-17 WARRANT REPORT (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

This is the same report as listed in **General Schedule 124**.

See Schedule 124 for disposition.

36-1-18 WORK-STUDY TIME SHEETS

Dispose of after 6 years, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet